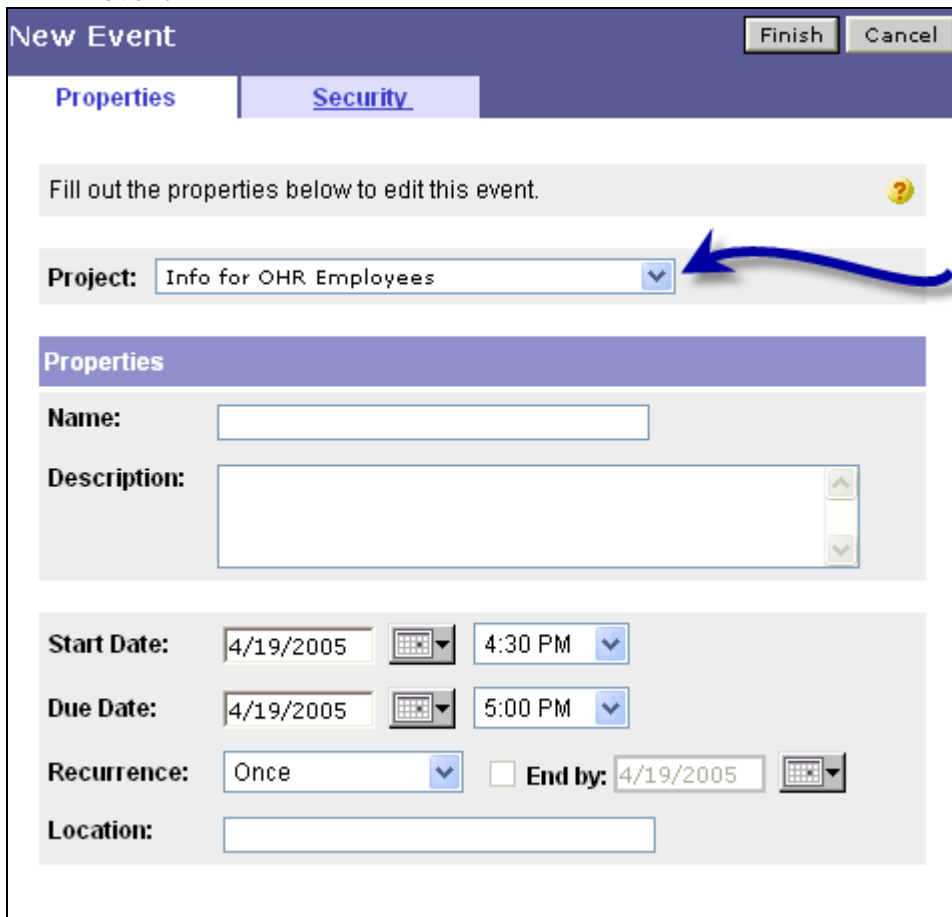# Adding an Event to the OHR Calendar

The Human Resources Community on the NIH Portal has a calendar that can be used as a consolidated group calendar for all OHR staff and can help reduce scheduling conflicts within OHR. All branch chiefs have access to add their upcoming staff meetings or any other standing meetings or training to the OHR calendar. This calendar can also be used to advertise events to everyone at NIH. Please submit NIH-wide events to HR Systems Support to be added to the calendar.

How to add an event to the OHR Calendar

1. Go to the HR Community – http://hr.od.nih.gov/hrcommunity.htm
2. Logon to the NIH Portal
3. Scroll down the page until the **Community Calendar** is visible
4. Click on the **New Event** icon
5. Fill out relevant date, times, recurrence, etc.
   for your event
6. Be sure to set the associated project as **Info for OHR Employees Calendar Administration,** this will ensure that all OHR employees will be able to view the event

7. If your event is recurring (i.e., more than one day) use the recurrence fields to set the end date. Otherwise, the event will only appear on the calendar for the start date.
8. Click **Finish** and the event will now be displayed on the HR Community, visible only to OHR staff
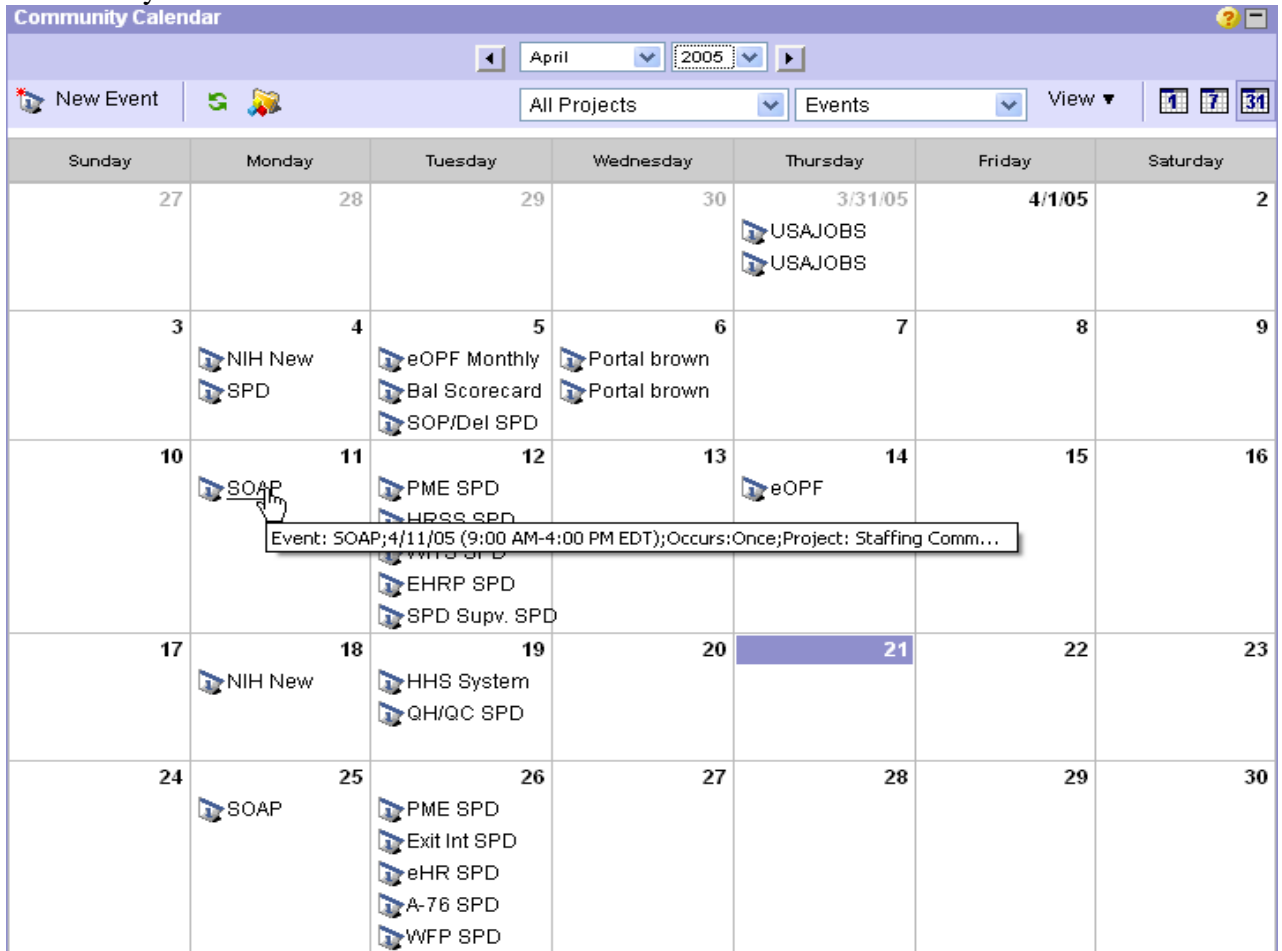
You will also be able to see events from any Projects you belong to.

How to add a multiple-day event

1. Follow the same directions as above, but use the recurrence fields to set the end date, otherwise the event will only appear on the calendar for only the start date.

How to edit/delete an event

1. Go to the **Community Calendar**
2. Find the event you need to edit or delete, and **right-click** on that event
3. The Edit Event and Delete Event options will appear
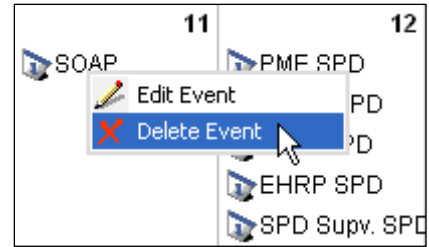
If you need assistance, please contact <u>HR Systems Support</u>.